

**Terms & Conditions for Third Party:**

When you apply for a rebate through the Energy Solutions for Business program from Potomac Edison, you have the option of approving a third party to be paid directly. When you complete and submit this form, you can assign percentage of the approved incentive to be paid directly to the third party listed in the authorization box.

**Date:** \_\_\_\_\_

(Insert name from customer utility bill) \_\_\_\_\_ has completed the job for Enrollment Application number EA- \_\_\_\_\_ located at (insert project address here) \_\_\_\_\_.

I, \_\_\_\_\_, am an authorized company representative and hereby attest that the Energy Efficiency project referred to by Enrollment Application EA- \_\_\_\_\_ was complete on the date of \_\_\_\_\_.

I attest to the fact that a portion \_\_\_\_\_, or all of the approved incentive payment \_\_\_\_\_ been assigned to a third party.

**Incentive payee Name:** \_\_\_\_\_

**Payee Address:** \_\_\_\_\_

I declare that the above statement is true and accurate to the best of my knowledge. I certify that I have read, understand and agree to terms and conditions listed on page 2.

Sincerely,

**Signature:** \_\_\_\_\_  
(Electronic signatures accepted)

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

Please note the following:

- Customers must authorize the payment of any incentives to a non-participant (any third party). Without the customer's consent, an incentive check will not be issued to a third party.
- Submission of this form will override any third-party authorization entered through the online application portal form.
- This form is applicable to the Potomac Edison Energy Solution for Business program; a separate authorization must be submitted for each application.

This authorization may be canceled or changed by the customer at any time prior to final application approval by providing a written notice to the program. Changes and cancellations will result in a confirmation email to both the customer and the third party.

A signed W-9 form is required for all parties designated to receive incentives. No portion of an approved incentive will be paid to either party until all required documentation is received by the program.